

# Writer/Editor AD-0301 Job Announcement

Writer, Arlington, VA

## **Job Summary:**

The position is located in the Arlington, VA Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR). The incumbent is responsible for assisting and ensuring the quality of all audit reports and other publications that are produced and released by the SIGAR Audit Directorate, as well as the accuracy of audit report information contained in the quarterly report. The writer supports audit teams in all phases of audit report writing, including design, data analysis, and report development, drafting, and revision. The writer provides assistance to teams in methodological, analytical, or subject matter areas of expertise, and ensures that audit reports are technically complete, appropriately targeted to the audience, and meet professional standards for quality reporting and SIGAR's audit policies and procedures. The writer also assists Senior Audit Managers, keeping them informed of progress and potential problems, as well as coaching and mentoring staff by providing feedback on how to improve their writing skills. The incumbent will report to the Assistant Inspector General for Audits (AIG-A) and the Deputy Assistant Inspector General for Audits (DAIG-A).

## **Major Duties:**

The incumbent serves as the Audit Directorate's technical authority on written materials and is an advisor to the Audit Directorate on editorial matters. The incumbent must remain current with SIGAR report writing style and format, and coordinates directly with appropriate staff in resolving questions involving content and technical application. The incumbent advises the Audit Directorate of any changes in style or format requirements and disseminates current policy to Audit staff.

Each audit report is unique in the issues presented and the manner of presentation. Accordingly, each report represents an original effort in terms of the problems presented and proposed corrective actions. Moreover, in view of the diverse target audience for the reports, the complex technical subject matter and abstract concepts and ideas expressed, all audit reports must be presented in clear and unambiguous terms to reduce the possibility of unfavorable reaction, media attention, and public reaction. To this end, the incumbent assists the Audit team in preparing clear and concisely written reports. The specific tasks engendered in achieving these goals necessitate analyzing content, organization, and written presentation of tentative findings, draft audit reports, and final audit reports as well as being available to provide collaborate assistance to Audit teams in outlining and preparing initial report drafts.

When written reports are unclear or when extensive rewriting is needed to achieve a more organized presentation, the incumbent works in concert with the assigned staff to produce the necessary revisions, analyses, and recommendations. In rewriting, the incumbent interprets the content of reports for clarity, and organizes presentation structurally in terms of sentence, paragraph, section, and finding alignment. The incumbent also assesses whether technical matters can be clearly understood; determines whether findings support recommendations; determines whether findings support overall audit report conclusions, verifies that audit conclusions correspond to audit objectives; verifies the accuracy of statistics; determines

whether tabular material is needed; and suggests how tabular material can be clearly presented.

Throughout the report writing process, the incumbent must work closely with authors to achieve a substantial degree of balance between the differing opinions and the audit staff so that each viewpoint is presented fairly. The incumbent identifies the need for clarifying existing or providing additional information, and provides individualized guidance to authors and review officials at all levels on how to improve written products. The incumbent may rewrite significant portions of audit reports to insure appropriate final presentation.

The incumbent prepares written guidance to advise writers on how to recognize and correct common errors and weaknesses in writing. To aid in this task, the incumbent collects examples of current problems observed in report writing, identifies any trends and summarizes this information for dissemination to all appropriate levels. The incumbent presents briefings at Audit Directorate staff meetings as a basis for discussion and agreement on standards for writing.

The incumbent works with each Audit team to ensure the accuracy of all draft reports submitted to the Inspect General for review prior to going to the agency for comment and for approval to issue the report in final. The incumbent also works with each Audit team to ensure consistency between the audit information presented in the quarterly report and the final audit reports.

Performs other duties as assigned.

### **Knowledge Requirements:**

Expert and comprehensive knowledge of and ability to apply oral and written communication techniques to effectively and accurately present technical and explanatory information. Expert knowledge of and skill in the visualization of complex processes and procedures to facilitate communication of concepts, programs, projects and systems to senior leaders, paired with expert presentation, persuasion and team-building skills. Expert knowledge of and skilled in project management, spreadsheet, word processing and presentation graphics applications, with additional skills in Internet utilization to perform research and analysis.

The knowledge is used to evaluate, analyze, and revise audit findings and draft and final audit reports. Incumbent analyzes written material and recommends and provides guidance when substantial reorganization or clarification is needed, or accomplishes rewrite and advises writer of reasons for changes. The knowledge is used to coordinate revisions with DAIGA and AIGA and to advise employees on possible format and style of presentation both before and during the writing process; and to instruct staff in English composition and grammar, in editing and reviewing written material, in report writing style and format, and in latest trends in report writing.

Strong writing and analytical skills, with a demonstrated ability to analyze various subject matters, including contracting and program management.

Ability to work collegially with audit teams to write reports that are clear, organized, and well-supported.

Knowledge of audit planning, report development processes, and audit writing and reporting standards.

Ability to translate complex technical information into writing that congressional stakeholders and the public can easily understand.

Strong verbal communication skills, including the ability to synthesize complex ideas and provide solutions regarding data analysis and presentation of evidence in writing.

Ability to work both independently and with teams, resolving conflicts and coordinating with others as needed.

Ability to work in a fast-paced environment in a rapidly evolving organization, prioritizing the time spent on multiple engagements to meet agreed-upon deadlines.

### **Key Requirement:**

Incumbent occupies a position that may be considered essential to support of the SIGAR mission. If your position is considered emergency essential, failure to remain in your position may result in separation for the efficiency of the Federal Service (Ch. 75, Title 5 USC; FPM Ch. 752).

Overseas travel, including extended travel to Afghanistan may be required. In support of this travel, the incumbent is required to meet minimum standards of fitness for deployment to Afghanistan. Fitness standards include, but not limited to: wearing of personal protective equipment, such as a mask, ballistic helmet, body armor and chemical or biological protective garments.

Form SF 312. This position requires the incumbent to complete a Form SF 312, Classified Information Nondisclosure Agreement.

The incumbent may be required to submit an Executive Branch Confidential Financial Disclosure Report.

The incumbent must be eligible for a SECRET clearance.

### **Reemployment of Annuitants:**

Reemployed Annuitants may be eligible for appropriate pay rate for the position without a reduction in pay or of the annuity. As a result, the salary of the annuitant is not offset by the amount of the annuity received for the period of employment.

**Applicants should send a resume by electronic transmission, to [jobs@sigar.mil](mailto:jobs@sigar.mil) or fax 703-602-8753 Attention: Human Resources – Writer Announcement.**